

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th SEPTEMBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper (arrived at 7.40pm)
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth, Roger File, Chief Operations Officer of Blenheim Estate and some twenty members of the public. Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

Prior to the start of the meeting Mr Simon Newton a Director of Darke and Taylor, presented various options of alternative Christmas lighting solutions to assist the Council's understanding and aid their discussion and decision for Agenda Item 26 - Christmas Lights. Mr Newton gave his time free of charge and with no expectation that his company would profit from his involvement in the project.

WTC89/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC90/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 7 Blenheim Thoughts On Moving Forward, Post WODC Local Plan: Personal interest as he is a trustee of Oxfordshire First Community Trust.
Cllr J Cooper	Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 11 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 11 (v) b) Planning Applications: Prejudicial interest as she is lives at 11 Hedge End.

WTC91/18 PUBLIC PARTICIPATION SESSION:

Dr Bob McGurrian addressed Council on behalf of the Woodstock Action Group (WAG). He confirmed that WAG are working in collaboration with the Heart of Woodstock Group (HOW) in relation to the air quality in Woodstock. He advised that WAG are seriously concerned at the build-up of exhaust fumes omitted by the large amount of traffic that passes through the centre of town daily (mainly the large tourist coaches, heavy goods vehicles, delivery vehicles

and private cars). These toxins according to the Royal College of Physicians are responsible for 40,000 premature deaths every year. He confirmed that transport is the main cause of air pollution and road traffic will only continue to multiply exponentially with the thousands of new homes being developed in the area. From his experience in the field of air pollution and smog, he knows that the millions of dangerous tiny particles of nitrogen dioxide cause or exaggerate lung diseases and early death. In order to ascertain dangerous air pollution in the centre of Woodstock, evidence is needed. WAG demand that Woodstock Town Council arrange to have at least two air pollution monitors set up in the town to measure air quality and take appropriate action. WAG ask that Woodstock Town Council in dialogue with Blenheim Estate robustly request that tour buses entering the palace use the Hensington Gate rather than the Town Gate and that they also exit the palace using the same gate.

Jo Lamb addressed Council on behalf of the 'Heart of Woodstock' (HOW) group. She advised that HOW have been very active over the past few months. They had recently met with both the Woodstock Action Group and Wake Up To Woodstock and had concluded that all three groups shared similar concerns relating to parking and traffic within the town. Jo also confirmed that HOW were in the process of arranging a meeting with the leaders of Blenheim Administration. She advised that HOW had undertaken three surveys in recent months, the aim of which was to provide anecdotal evidence to enable the County and District Councils to have a clearer idea of the nature of the traffic and parking problems in Woodstock. As a result of the survey findings HOW have identified a combination of short, medium and long term solutions (which are listed in Appendix A) and urge Councillors for their constructive open-minded support in working together to find a non-politically biased solution to benefit the community.

WTC92/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 10th JULY 2018:

- WTC62/18 In the heading the date of the minutes should read 12th June 2018 not 8th May 2018.
- WTC64/18 paragraph 13, line 3 remove the 'e' from the surname Goode.
- WTC77/17 paragraph 3, line 6 amend the spelling from damming to damning.

WTC93/18 REPORT FROM THE TOWN CLERK:

Council approved the requests received for new road signs in Hedge End and Boundary Close.

WTC94/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from CCLlr I Hudspeth was received without comment or questions raised.

The District Councillors' report was received, without comment or questions raised.

WTC95/18 BLENHEIM THOUGHTS ON MOVING FORWARD, POST WODC LOCAL PLAN

The Mayor advised that he had been briefed by Blenheim Management about their plans once the Cherwell and West Oxon Local Plans have been approved, which they expect shortly. Since this includes substantial scope for consultation with the Council, as well as other local stakeholders, the Mayor thought that the full Council should hear it first-hand and had therefore asked the Clerk to place on our agenda today a slot for Roger File, the Chief Operations Officer of Blenheim Estate to explain to the Council what Blenheim proposes. The Mayor reminded him that the Council still opposes large-scale development in Woodstock. He said that once the planning authorities had given the go-ahead Blenheim wanted to start more detailed

conversations about the questions that arose once it was known that a large increase in local population was to be expected, on matters such as the primary school, under-fives provision, the doctors' surgery, the football club, Section 106 negotiations with the District Council and the Recreation Ground. The Mayor suggested that Roger be here to address the Council at 8pm for 10 minutes and to answer questions.

Roger File then gave an oral presentation which outlined Blenheim's thoughts on moving forward and working with the community once the outcome of the WODC Local Plan is known on 27th September. He explained that Woodstock is in a unique position as the three sites identified within the WODC Local Plan (Woodstock East, Banbury Road and Old Woodstock) are all under the ownership of Blenheim Estate along with some of their other property interests which include the Thames Valley Police and Football Club sites. Roger confirmed that all the above sites should be considered once the Local Plan had been adopted. He also stated that Blenheim have a one off opportunity to deliver what Woodstock needs in relation to the Doctors Surgery, parking, Under Fives provision, the Football Club, the future of both the Primary and Secondary Schools and how much open space the town has. Roger mentioned whether there was a need for a housing needs survey to work out what housing (particularly in the affordable sector) is needed in Woodstock and ensure it has the right mix of development. He said that there is an opportunity to look at all those issues as, in reality, the only way some of them are going to be funded will be through the Section 106 agreements which will be entered into with both WODC and OCC. Once the Local Plan has been adopted the first phase of development is due to start at the back end of this year which is why it is important to open the debate and get the ball rolling quickly as the opportunity to make changes will only last for the next twelve months.

Roger raised the question 'how do we work out a way forward?' He mentioned the developing Community Plan overseen by Mr Brian Yoxall and consulting the whole population of Woodstock. He stated that this is an opportunity for Blenheim to work with either that or another appropriate group which may be appropriate to work through the issues and consult with local stakeholders. Blenheim need to find a way to facilitate a dialogue that provides the results that everyone wants. Blenheim's thought would be to appoint an experienced facilitator to work through the whole process and Roger confirmed that they have been talking to two organisations, Oxfordshire Community First Trust and Bio Regional. He advised that Blenheim would like the support of the Town Council to progress talks with these bodies and that one or two Councillors may sit alongside Roger in the team at Blenheim when they appoint and subsequently meet with those bodies. Roger does not want the process to be Blenheim driven. He would like it to be a collaboration which is transparent and confirmed that Blenheim are happy to commit resources to make it happen.

Roger acknowledged that Council is opposed to development as voiced by Cllr P Redpath who also raised the issue of the sewerage station currently not being able to cope with the volume of sewerage without the additional houses from the proposed sites. Roger stated that the development was going to happen and that those differences should be parked to allow the dialogue to happen. Cllr M Parkinson voiced his support for Council entering into dialogue and Cllr S Parnes suggested that Council go back to the constituency to find out from them what their expectations are and what they would like Council to do.

Cllr E Poskitt asked about the urgency for deciding on how the S106 money is spent and whether the decisions on all the Woodstock development sites would be known within the next twelve months? Roger confirmed that it would be known if they are to be allocated for development in the plan period by the end of this month. He advised that a lot of the

opportunity sits in the Woodstock East site that has been consented and Blenheim have built flexibility into that S106 agreement so that some things can be open for discussion/debate. He used the example of initially extending the school by 50 places only to find at after a later stage of development it needed to be extended again to accommodate another 50 places, suggesting that an accurate plan should be drawn up and encouraging the debate to happen sooner.

Cllr J Cooper arrived at this point (7.40pm) and apologised for his late arrival.

Cllr J Cooper asked how much of the S106 money from the Cherwell site could be allocated to this parish? Roger replied that he did not know the answer to that question yet and advised that the Cherwell Local Plan is still about twelve months away from being adopted. He thought that if a way forward could be found for the collaboration/consultation then there should be a Scenario A and a Scenario B. If the 500 extra houses that Cherwell are proposing are agreed what impact does that have on the other things that the other sites in West Oxfordshire already have and to be conscious of that.

At this point Cllr J Cooper declared that he is a trustee of Oxfordshire Community First Trust and completed a Declaration of Interest form.

Cllr T Redpath mentioned that the decisions made on the sites outside of Woodstock (Yarnton Kidlington and Begbroke) will affect what Woodstock needs in relation to schools and other facilities and she asked if Blenheim had thought about that? Roger confirmed that Blenheim are very aware of all the housing proposals along the A44 corridor to meet the Oxford unmet need and the impact it will have. He again reiterated that the benefit of Blenheim owning all the sites was that they could be treated as one entity rather than five separate plots.

Cllr I Hudspeth added that the housing numbers had been accepted by the Inspectors for Vale and Cherwell and it looks like West Oxfordshire as well and he supported the offer from Roger on behalf of Blenheim to work with Woodstock to discuss what it needs and plan for the future.

Roger said that as an outcome, he would like Council to agree to work with Blenheim on the collaboration process and nominate a couple of members to join them in their meetings and in finding which partner is best to advise Blenheim on how to move forward. He also asked that Blenheim are given the opportunity to provide an update for everybody at the next Town Meeting.

WTC96/18 QUESTIONS

There were no questions.

WTC97/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC98/18 PLANNING:

Cherwell Local Plan Partial Review

The report from Cllr T Redpath titled 'Update on major planning issues including Cherwell Local Plan Partial Review provided background information to the main paper from The Mayor, Cllr P Jay titled 'Cherwell Local Plan Partial Review'.

The Mayor proposed the following motion which was seconded by Cllr T Redpath:-

- i) *That the council forthwith advise the programmer officer that it wishes to submit a written statement and to participate in the discussions represented by [name to be confirmed by council];*
- ii) *That before noon on 14 September the clerk submit the attached submission noting carefully the requirements in the guidance note (e.g. 3 hard copies, 1 electronic copy (etc));*
- iii) *That [name(s) to be confirmed] represent the council at the preliminary hearing to develop the arguments set out in the submission.*

In relation to the Cherwell Local Plan Cllr T Redpath wanted to ensure that Councillors were aware of the follow up from the July meeting and the Programme Officer's comments on what the pre-hearing is actually all about. She asked him whether WTC should be actually talking about the fact that there are heritage implications on the site and his comment was:-

'the fact they are having a pre-hearing meeting would suggest to him that the Inspector has some reservations about the Plan and the Examination moving forward. He said that if they are able to continue with the Examination then a full programme of hearings would ultimately ensue which would provide the mechanism for points to be made.'

Cllr E Poskitt pointed out that page 3 of the Mayor's report related to the Green Belt but the land that Woodstock Town Council are concerned about is not in the Green Belt.

Cllr T Redpath said that was exactly the point why she gave her background report and confirmed the pre-hearing has been set up to specifically to deal with two questions being asked by the Inspector:-

1. *is the soundness of the Oxford unmet need?*
2. *if it is felt to be sound whether it actually warrants building in the Green Belt?*

Cllr T Redpath clarified in her report that is why she had written to the Programme Officer pointing out that although not in the Green Belt Woodstock has its own issues and specifically asked the question:-

'The Town Council has commissioned a heritage consultant who has been asked to attend the Examination in Public, but we are unclear on whether or not he should also address the preliminary hearing?'

She was told involving the Heritage Consultant was not really relevant at this stage.

Cllr E Poskitt felt that WTC should still do something to indicate that they have other interests otherwise it looks as if this is all WTC are concerned about. WTC need to show they are not just supporting the Green Belt.

The Mayor confirmed that the argument he is putting forward is that Woodstock's over-riding strategic priority is not just the piece of land within the Cherwell Local Plan proposal. It is the

much bigger and sensitive question of whether the whole area from Oxford to Woodstock is going to be gobbled up in its suburbanisation which will change the character of our town and community.

A discussion followed during which the issues of heritage protection and the justification of the Oxford City unmet need figures were debated.

The Mayor called for a vote on the following motion which was proposed by him and seconded by Cllr T Redpath:- .

- i) *That the Council forthwith advise the programmer officer that it wishes to submit a written statement and to participate in the discussions represented by [name to be confirmed by council];*
- ii) *That before noon on 14 September the clerk submit the attached submission noting carefully the requirements in the guidance note (e.g. 3 hard copies, 1 electronic copy (etc));*
- iii) *That [name(s) to be confirmed] represent the council at the preliminary hearing to develop the arguments set out in the submission.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The Mayor proposed that Cllr T Redpath should represent the Council at the preliminary hearing and that he would also attend, which was seconded by Cllr J Cooper.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr T Redpath advised that Council had been invited to participate in the Cherwell Local Plan Partial Review Development Brief Workshop (Part 1) being held on Friday 5 October 2018. She posed the question 'who to delegate as participants' if Council decided it wished to participate and provide a brief to those chosen to participate.

Cllr P Redpath proposed that the Mayor was delegated to participate as the representative of Woodstock Town Council.

RESOLVED: Council unanimously agreed to the proposal.

Oxfordshire County Council Minerals and Waste Local Plan: Part 2

Due to numerous agenda items being moved during the meeting the Oxfordshire County Council Minerals and Waste Local Plan: Part 2 was overlooked and not discussed by Council, therefore, no comment can be submitted in relation to the site allocation.

West Eynsham Strategic Development Area – Issues Paper – Consultation

Council agreed not to make comment on the West Eynsham Strategic Development Area – Issues Paper – Consultation.

Planning Applications

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/02484/S73 Land East of Woodstock, Oxford Road
Variation of Conditions 4 (approved plans), 19 (LEMP), 22 (tree protection) and 23 (landscaping), as well as minor changes to 28 (Design Code) of planning permission 16/01364/OUT to allow amended plans to Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 1100sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works.

RESOLVED: Woodstock Town Council opposes the new layout on the grounds of safety, traffic flow, aesthetic and cost so puts forward alternative proposals.

1. It is proposed that there will be one traffic light on each side of the road. When a bus is stationary at the proposed northbound bus stop, it will block the view of southbound traffic of the traffic light on the right hand side of the road. If they miss the left hand light they may collide with pedestrians correctly on the crossing.
2. Passengers alighting from buses stationary at the bus stop will cross the road behind the bus with restricted visibility of traffic coming from the north.
3. Both the northbound and southbound bus stops are on the main carriageway with no provision for a layby to allow other traffic to pass on the busy A44. Whilst the Council accepts that most passengers will be alighting from northbound buses so causing a minimal delay to other traffic, it is anticipated that most passengers at the southbound stop will be boarding the bus. In the peak morning rush hour passengers will be paying for tickets or having them checked so each bus may be stationary for 90-120 seconds blocking following traffic. There are six buses to Oxford an hour and two to Witney. Using the lower 90 second delay this means the road will be blocked for 12 minutes each hour.
4. Historic England and the body responsible for the World Heritage site did not object to the initial development proposals for the site provided that the rural approach to Blenheim Palace was maintained. The Council believes that the introduction of traffic lights urbanizes the approach to the World Heritage Site.
5. The maintenance of traffic lights will be an ongoing cost for Oxfordshire County Council's already stretched finances.

RESOLVED: Woodstock Town Council agreed the following alternative proposals to mitigate these problems:

- A refuge for pedestrians should be put in the middle of the road replacing the traffic lights. The refuge will be cheaper to build and maintain and pedestrians will have to negotiate traffic from one direction at a time when crossing the road.

- The money saved from the erection of traffic lights can be used to create a layby for the southbound bus stop thereby easing traffic flow.
- A footpath runs from the development up the north-east side of the A44 to link with Hensington Estate.
- Consideration for a controlled pedestrian crossing at Hensington Gate.

RESOLVED: Woodstock Town Council also wish to register that they oppose the intended removal of 50% of the original car parking spaces.

Cllr E Poskitt left the table at 8.45pm and by invitation of the Mayor addressed Council as a resident of Hedge End in relation to planning application below:-

- b) Ref: APPLICATION NO: 18/02574/RES Land East Of Woodstock, Oxford Road
Reserved Matters application for landscaping, appearance, scale, access and layout for the construction of 254 dwellings together with 884sqm (GIA) of class uses A1, A2, B1 and D1 floorspace and associated infrastructure, engineering and ancillary works including provision of public open space and formation of accesses.

RESOLVED: Woodstock Town Council agreed with the following valid points that were submitted by a resident as shown below:-

The papers include many references to landscaping and incorporating green areas into the street scene. The one area where there is no attempt whatsoever to landscape is the only area where the development is up against existing buildings: Hedge End (where I live), Flemings Road and Plane Tree Way. This adds insult to injury.

My back garden extends about 11 metres to the development site. My neighbours on both sides will be significantly closer to the development (I am not sure that the plans include the extensions that have taken place at number 13). The back gardens in Hedge End diminish in depth as the houses get closer to Flemings Way. The garages – or I think that is what they are – of the houses planned over our garden hedges are relatively close to our land – more or less as close as any houses overlooking elsewhere on the plans.

The back gardens in Hedge End face south. Light, particularly in winter, seems threatened by the new dwellings. Whilst, I have been told that the impact of the development can be mitigated by landscaping, extensive ‘landscaping’ is not what a south facing garden, the enjoyment of which includes its sunny aspect even in winter, needs.

We are going to have great difficulty making Woodstock East a part of the community of Woodstock. It is essentially an excrescence attached to Woodstock and with the main link via a very busy main road. Whilst there are some footpaths into the Hensington Estate they do not provide very direct ways into Woodstock and it is difficult to know how much they will appeal as ways into town. There is a green area for play etc. next to the School playing fields. A green area between the houses of Hedge End etc. might encourage both sides (Hensington Estate and Woodstock East dwellers) to exercise their dogs and allow children to play and encourage social

interaction between the two estates. It could also provide homes for the hedgehogs, frogs, partridges, pheasants, barn owls, muntjaks and stoat (?weasel) which make occasional visits to Hedge End gardens, as well as encouraging bird life and butterflies.

Looking at the plans there are a number of dwellings (Plots 10, 22, 24/25, 31/32, /45/46) where nose-to-tail parking outside a house is necessary to create two car spaces. Planning for this sort of parking for three-bedroom houses where two car households seem likely, is not good. Cars are likely to have reverse out into the road and idle around whilst the other car is reversed out if it needs to go out first. This will be at a time when the neighbours may be carrying out the same manoeuvres and when there will other cars being driven to work on these shared areas.

Do we really need three storey commercial buildings in the middle of the estate?

(Not a planning matter). Although the papers endlessly comment on the 'unattractive' approach to Woodstock created by the Hensington Estate, I find this inappropriate and slightly offensive. Hensington Estate was the result of the style of its time and, in the course of time, the Woodstock East estate may come to be seen as an unattractive edge to the town. 'Unobtrusive' would be a better description of the view of the Hensington estate as you can barely see the development across the fields unless you are on the top of a double decker bus (when of course no matter of screening is likely to hide the fact for future tourists that they are entering Woodstock suburbia as they approach The World Heritage Site).

Cllr E Poskitt returned to the table as a Councillor at 8.53pm.

- c) Ref: APPLICATION NO: 18/02395/FUL & 18/02396/LBC Coach House, Woodstock House, Rectory Lane
Partial removal of garden wall for site access, full reinstatement on completion

RESOLVED: WTC have no objection to this application.

The minutes of the Temporary Planning Committee meetings held on 10th July, 31st July and 15th August 2018 were received and noted.

Cllr E Poskitt acknowledged that the situation where there would be a short turnaround timescale to look at planning applications was going to go on and Council needed to think of some procedure whereby a meeting could be adjourned to deal with them. It was suggested that Cllr E Poskitt bring a proposal to the next meeting.

The Mayor confirmed as per Standing Orders the Temporary Planning Committee will now cease to exist.

WTC99/18 COMMUNICATIONS:

Mr Chris Oliver MBE – The Council will wish to note with sorrow the death this summer of Chris, a stalwart of our community who gave many, many years of devoted service to the Youth Club. As his family said at the celebration of his life, “you were stubborn, you were awkward and you were great. You believed and you fought for those beliefs... We will miss you.”

The Mayor confirmed that he had written to Lord Blandford at the behest of the Council conveying our felicitations on his forthcoming marriage and had received a gracious reply in which he wrote "Camilla and I are looking forward to the day and hope it will be a happy celebration, not only for us but for the Woodstock community too. We also share your hopes for a positive partnership over the coming years and acknowledge the responsibility of our position, with the intention of doing as much as we can to support the local community". The Mayor proposed that he should write again welcoming his response.

The Mayor drew the Council's attention to the excellent 'Visit Woodstock' leaflet and map produced under the direction of Brian Yoxall and recorded his thanks to him and his team from what will, he is confident, be regarded as a most useful and successful publication.

The sad death recently of John Hodges deprives us all of the stimulus and enjoyment of his brave fights against unreasonable authority in any form as well reminding us of his selfless work for the stroke club. We shall miss him and I plan to write to his family saying as much.

The Mayor gave notice that he will not be sending out Christmas cards this year, not because he has run out of seasonal benevolence, but because like many other councillors he thinks it makes more sense to send out a Christmas email while donating the cost of Christmas Cards and postage to local Charities.

WTC100/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY & AUGUST 2018

The Mayor proposed that the payments for July and August be approved and that both the Bank Reconciliation Statements and Income & Expenditure Statements be noted.

RESOLVED: The payments totalling £22,151.13 in the month of July were approved.

RESOLVED: The payments totalling £24,716.54 made in August were approved.

RESOLVED: The Bank Reconciliation Statements for July and August were noted.

RESOLVED: The summary and detailed income & expenditure statements for July and August were noted without comment.

Cllr F Collingwood proposed that Council agree to the recommendations made within the report as shown below which was seconded by the Mayor:-

1. *WTC stays with our current IT support suppliers, and*
2. *WTC actively monitors their and the system's performance encouraging visits to the Town Hall by engineers at least six monthly.*
3. *WTC authorises the first one man business to install the council domain emails using Webmail or Office 365, as part of the GDPR recommendations.*
4. *WTC completes a review of the current WIFI provision and, if appropriate, brings forward costed proposals for upgrading it.*

Cllr E Poskitt asked whether the Councillors email installed by the one man business would be supported if problems arise? Cllr F Collingwood replied no it would not be supported. A discussion followed relating to the lack of follow up support and how secure the domain emails installed by the one man business would be. Cllr S Parnes referred to the decision made by Council three months previously at the June meeting and the disparity between that and the above proposal.

A Vote was taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	4	(Cllrs T Redpath, F Collingwood, S Rasch and the Mayor)
	Against:	3	(Cllrs A Grant, S Parnes and J Cooper)
	Abstaining:	4	(E Poskitt, U Parkinson, M Parkinson and P Redpath)

RESOLVED: The motion was carried.

The report and quotes for the photocopier lease was deferred to the October meeting and the Clerk will ask the Finance Assistant to seek quotes from the three companies for a one year lease.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by the Mayor and seconded by Cllr E Poskitt that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Mr Brian Yoxall left the meeting at this point.

WTC101/18 PROPERTY MATTERS:

Cllr A Grant advised Council that negotiations for the surrender of lease for 6 Park Street were still ongoing between the Property Management Agent, Breckon & Breckon and the tenant. Cllr A Grant recommended that:-

- a) *WTC agrees with the advice given by Breckon and Breckon that action is taken to vacate the tenant as soon as possible.*
- b) *The question of arrears be dealt with after the reposition of the property forthwith.*

Council agreed unanimously in favour of the professional advice.

Cllr F Collingwood stated that the Budget Review figures assume that Woodstock Town Council will receive all the rent owed by the tenant.

The Council meeting returned to open session and Mr Brian Yoxall re-entered the room.

WTC102/18 BUDGET REVIEW:

The report by Cllr F Collingwood and the Finance Assistant was discussed and the following motion was proposed which was seconded by Cllr J Cooper:-

‘That the Council do not include the additional proposals at this time, with the exception of the solicitor fees which are understood to be unavoidable.’

Cllr E Poskitt said that she recalled that previously the decision had been made to use the money from the sale of the Capability Brown painting to pay for the redecoration of the Mayor’s Parlour. The Mayor advised that the matter should be investigated by checking back through past meeting minutes. Cllr J Cooper also suggested that Council needed to check that the capital receipt received for the Capability Brown could be spent on anything as the sale

was at the tail end of the regulations when the money could not just be spent on anything. He also mentioned the under spend on the capital budget of £15,000 in relation to replacing the Town Hall boiler and felt it was an issue that should be looked at.

Cllr J Cooper asked for clarification on where the money collected for Judicial Review (as mentioned in Agenda Item 25) recorded in the accounts as it is not shown in the income figure as he would expect? . Cllr T Redpath confirmed that the donations received towards the fighting fund have all been logged by the Finance Assistant but have not been included within the income/expenditure accounts.

Cllr F Collingwood clarified that the view was taken that the toilets and hall were not going to be done this year, they were originally planned to be in this years' expenditure and the proposal is to take them into reserves to be carried forward.

ACTION: The Mayor requested that Cllr F Collingwood provided a written response to the question relating to the donations from residents towards Judicial Review to Cllr J Cooper.

Cllr A Grant advised that the floor will need to be repaired and heating put into 6 Park Street before it can be re-let and she had requested that money was added into the budget for that. Cllr F Collingwood clarified that only the Solicitors Fees are being proposed and the repairs will have to come out of the 'unspecified property repairs' budget.

A discussion followed as to whether installing heating was a capital or revenue expense. Cllr F Collingwood confirmed to Cllr A Grant that the repairs to the floor can be completed without Council approval if under £1,000 but the installation of heating will have to be approved by Council at a future meeting due it being a capital expenditure.

The Mayor called for a vote on the motion proposed by Cllr F Collingwood which was seconded by the Mayor:-

'That the Council do not include the additional proposals at this time, with the exception of the solicitor fees which are understood to be unavoidable.'

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried.

WTC103/18 ENVIRONMENT:

Cllr P Redpath proposed that Council approve the quote for the tree work identified in the annual tree inspection report which was seconded by Cllr J Cooper

RESOLVED: Council voted unanimously in favor of accepting the quote.

Cllr P Redpath also provided an update on the TOE2 application in relation to the replacement bridge between meadows five and six.

WTC104/18 ARMED FORCES COVENANT

Council agreed unanimously to demonstrate their commitment and recognise the value of serving personnel, reservists, veterans and military families and seek to uphold the principles of the Armed Forces Covenant with the omission of the following:-

- offering a discount to members of the Armed Forces Community.
- any additional commitments Woodstock Town Council could make (based) on local circumstances

WTC105/18 WOODSTOCK SEWAGE SYSTEM NOW AND IN THE FUTURE:

Cllr E Poskitt drew Council’s attention to the ‘Water Day’ being held by WODC on 4th October which was included within the District Councillors Report. She advised that Parish and Town Councils were being invited to send a representative and the three key issues intending to be considered/addressed were:

- The EA response to the pollution of the River Windrush, and other concerns about water quality in the river network
- Flooding Issues (anything locally which people consider needs addressing, and development concerns)
- Thames Water network issues – e.g. sewerage, sustainability going forward, and planning for new development

The Mayor asked if Cllr E Poskitt would attend on behalf of Woodstock Town Council, to which she agreed and Council voted unanimously to approve.

The following motion was proposed by Cllr A Grant, and seconded by Cllr M Parkinson:-

- 1. The Town Clerk contacts Thames Water reinforcing all previous expressed concern at the situation that currently exists at Brook Hill and requesting urgent action to resolve this on a permanent basis,*
- 2. That as part of its comment on application 18/02484/S73 Woodstock Town Council refer to both the existing problems with sewage in Woodstock and to the Thames Water representations about the cumulative effect of all future (and current) applications and suggest that this is not being fully addressed.*

The Mayor requested a vote on Part 1 of the motion.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The Mayor requested a vote on Part 2 of the motion.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried and Cllr A Grant was asked to provide the Clerk with the wording to be submitted with the response to Planning Application No: 18/02484/S73 Land East of Woodstock, Oxford Road

WTC106/18 TREES OF REMEMBRANCE PROJECT: FREE SAPLING AND COMMEMORATIVE PLAQUE FOR ALL LOCAL COUNCILS IN OXFORDSHIRE:

After a brief discussion on where the sapling would be placed and who would be responsible

for maintaining it, Council agreed unanimously that the Clerk would write to confirm that they would like to order a free sapling and commemorative plaque which would be planted within the Water Meadows.

WTC107/18 PROTOCOL FOR USE OF MAYOR'S PARLOUR:

Council agreed unanimously to approve the protocol for use of the Mayor's Parlour with the two amendments shown below:-

- The Mayor's Parlour is not for hire and can only be used with the consent of the ~~current~~ Mayor.
- All must be left clean and tidy and furniture put back to how it was found.
~~Please~~ Do not drag furniture across the floor.

WTC108/18 APPEARANCE OF THE ALLEYWAY BEHIND THE CROWN:

Due to Councillors not being provided with a copy of Cllr M Parkinson's report this has been deferred to the October meeting.

WTC109/18 STYLE OF WOODSTOCK TOWN COUNCIL MEETING MINUTES:

Cllr J Cooper recommended that as meetings are now extensively recorded the minutes should only record Council's decisions rather than the endless need to include text of what a Councillor has said which was seconded by the Mayor.

The Clerk informed Council that she had produced the report and the recommendation within it differed from Cllr J Cooper's proposal.

The Town Clerk recommended:-

That the WTC approve the Town Clerk continuing to produce the minutes in the current professional format which will provide clarity and accuracy for both Councillors and residents who view them in the future.

Cllrs P Redpath & T Redpath voiced their approval of the current style of the meeting minutes. Cllr T Redpath also reiterated that they are the Clerk's minutes. Cllr A Grant stated that the recordings of the meetings are not uploaded onto the Town Council website and therefore not available to the public. Cllr S Parnes said that the recordings should only be used as back-up to check accuracy of the written text.

Cllr J Cooper summarised by saying that these are a modern style of minutes that do not reflect the decision to only record decisions and he also stated they are the Town Councils minutes.

Cllr E Poskitt proposed that Council approve the recommendation with the Clerk's report which was seconded by Cllr A Grant.

Council voted unanimously in favour of the Town Clerk continuing to produce the minutes in the current format.

WTC110/18 CHANGE OF WOODSTOCK TOWN COUNCIL JANUARY 2019 MEETING DATE:

The following motion was proposed by Cllr E Poskitt and seconded by Cllr A Grant:-

the January meeting back by one week to Tuesday 15th January, due to New Year's Day falling on the first Tuesday of the month which affects the deadline for receipt of agenda items and distribution of papers.

RESOLVED: Council agreed unanimously in favour and the motion was carried.

WTC111/18 JCTPD MEETING HELD ON MONDAY 10th SEPTEMBER 2018:

The summary of the JCTPD meeting held on 10th September 2018 prepared by Cllr E Poskitt was noted. Cllr E Poskitt said that it was quite a positive meeting and in her view Blenheim are trying to work with Woodstock on the future of the town.

The question of whether Council should talk with Blenheim was discussed at length. The Mayor suggested that Council are at a point where they need to make a decision at the October meeting.

WTC112/18 FACILITATING TOURIST COACHES:

The report from Cllr S Parnes was noted. Cllr E Poskitt suggested that the Clerk write to the Chef Imperial restaurant and raise the issue of the coaches blocking the road whilst dropping and picking up the passengers at the restaurant. Council voted unanimously in favour of this suggestion.

RESOLVED: The Clerk will write to the Chef Imperial restaurant.

WTC113/18 REFUND OF RESIDENTS'/PUBLIC FINANCIAL CONTRIBUTIONS TO PLANNING CHALLENGE:

Cllr S Parnes asked Council to consider offering those residents who contributed to the fund to fight the house development proposed in Woodstock stating that it would be wrong for Council to facilitate spending the public contributions on purposes other than those specifically foreseen by the contributors. Cllr S Parnes recalled that the money had been solicited to fund the professional advice and other costs associated with challenging the Woodstock East development. A discussion followed as to what the contributors were asked make a donation towards during which Cllr T Redpath clarified (quoting minute WTC85/17 from the July 2017 meeting) that the money donated was specifically for fighting the Cherwell Local Plan for which the Examination In Public Pre Hearing is due to be held on 28th September.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC114/18 CHRISTMAS LIGHTS:

The information within the report was considered and Cllr A Grant proposed that Council accept the quote from Company B which was seconded by the Mayor.

VOTE: For: 11 Against: 0 Abstaining: 1

RESOLVED: The quote from Company B – Gala Lights is accepted at a cost of £6,807 ex VAT per annum under a three year contract.

WTC115/18 PLAY AREA EQUIPMENT MAINTENANCE:

The quotes within the report were considered and Council unanimously agreed to accept the quote from Company B – TCL Group at a cost of £1996.50 ex VAT.

WTC116/18 PROPERTY MATTERS CONTINUED:

Council considered the following motion proposed by Cllr A Grant which seconded by Cllr M Parkinson:-

- a) *Woodstock Town Council agrees that:
3 hand dryers are fitted in the Community Centre toilets at the cost of £517
which includes supply and installation.*

- b) *and in view of the information re: hand dryers in the Town Hall toilets agree to
cancelling the contract with Initial and agree that 2 hand dryers are fitted in
the Town Hall toilets at a cost of £300 which includes supply and installation.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Cllr E Poskitt drew Councils attention to a large amount of rubbish outside of 4 Park Street which the tenants have recently vacated. The Clerk agreed to look into getting it removed.

The recommendation to replace the old wooden windows and door at the Community Centre was discussed but as Cllr F Collingwood stated that there was currently no money in the budget Council agreed to add it to next year's budget and deferred it to be discussed at the October meeting.

The meeting closed at 22.23hrs